

## **GRADING PERMIT AND GRADING PLAN SUBMITTAL LIST**

**Instructions:** Project Civil Engineer shall complete and submit this form with the grading permit application.

### **THE COMPLETED FIRST SUBMITTAL SHALL INCLUDE:**

- ☐ Engineering Application form and plan check deposit (\$600), and if not part of another application
- ☐ Four sets of Grading Plans, including Drainage Plans, Erosion Control Plans, and specifications
- ☐ Grading Purpose Statement (explaining/justifying the proposed grading)
- ☐ Grading Quantity Estimate (cut, fill, shrinkage, import, export) and Schedule of Work
- ☐ Source of Import or Destination of Export, including proposed truck routes
- ☐ Geotechnical/Soils Report (2 copies)
- ☐ Engineer's Cost Estimate and Quantities Breakdown
- ☐ Storm Water Pollution Prevention Plan
- ☐ Tree Preservation Plan or Letter (by civil engineer or landscape architect) certifying that there are no trees on or near the site

### **Additional Project Specific Information Submitted (if required):**

- ☐ Landscape Plan
- ☐ Burrowing Owl Survey
- ☐ Tree Survey & Arborist's Report - see Landscape Development Requirements & Policies
- ☐ Biological Study
- ☐ Hydraulic calculations and hydrology map (2 copies)
- ☐ Other: \_\_\_\_\_

### **Plans prepared by a civil engineer, at a minimum, shall include:**

- ☐ Dimensioned property lines and easements
- ☐ Site topography, including existing contours, spot elevations, drainage patterns, and building footprints (including hand topo shots at all conforms, property lines, etc.)
- ☐ Elevations, dimensions, location, extent and slopes of all proposed grading shown by contours and other means
- ☐ Plans of all drainage devices, walls, cribbing, dams, etc., to be constructed as part of the grading project
- ☐ Existing trees with trunk diameter, tree type, and elevation of the root crown. Trees to be preserved shall be identified and appropriate tree preservation measures included on the plans.
- ☐ Retaining walls, if proposed, shall be shown with top-of-wall and bottom-of-wall elevations
- ☐ Reference to project geotechnical report. Landslide repair and slope stability projects shall be reviewed and approved by project geotechnical engineer and/or project geologist.

I verify that I have submitted all of the required materials for this application. I understand that if any of the required materials listed above are not submitted, an incomplete letter shall be sent to the Applicant and the first plan check will not commence.

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Project Civil Engineer

Date